



Safeguarding at Events Policy

Aims

We recognise our responsibility in safeguarding people attending our events (either in-person or online).

Unwanted or inappropriate behaviour is not tolerated and our staff will act to stop such behaviour.

Safeguarding or Prevent concerns will be reported in line with general procedures.

Designated Safeguarding & Prevent Officer

Our designated safeguarding and prevent officer is Richard Curtis, CEO and is available on 07938 329314.

Training or live events

Our staff are vigilant to the potential for safeguarding incidents or other unwanted behaviour (e.g. racism or bullying), none of which are acceptable. Inappropriate or unwanted behaviours will be acted on immediately (such as a verbal warning, a break or even removal from the event).

Whilst we are not responsible for the physical security of the venues we use, our trainer will take responsibility for the training room and for events there is a designated coordinator responsible for liaison with the venue in terms of security.

If you become concerned, then please inform us as soon as practically possible, either verbally at the time, or in private.

Online training or events

Our facilitator(s) will be monitoring what can be viewed and heard by attendees. Unwanted behaviour (such as racist comments, bullying or inappropriate audio or video) will be acted on immediately. This may be a verbal warning, the removal of an individual from the session, or termination of the session for everyone.

If you become concerned when attending an online event, then please bring it to our attention, either verbally, or by public or private message.

Events or training hosted by others

In the event our team are attending an external event, or delivering training within another organisation (e.g. delivering online training to a group of students from the same school), then the duty of care remains with the other organisation. However, this will not take away the vigilance of our staff and indeed will not stop them from acting (e.g. reporting a safeguarding concern or acting to stop bullying). If you are attending one of these, you are still able to report your concerns to our staff and we will work with the hosts to address the concern if not able to be immediately rectified (e.g. immediately challenging racism or bullying).

Review

This policy will be reviewed biannually.

June 2024